

SAVE ACT COMPLIANCE PROCEDURES

FOR

SCHOOL YEAR 2013-2014

The Schools Against Violence in Education (SAVE) Act, T.C. A. 49-6-801, requires school systems in Tennessee to adopt and annually review district and building-level plans regarding crisis intervention, emergency response and emergency management. The office of Safe and Supportive Schools is responsible for monitoring compliance with the Act and providing an annual report to the Tennessee General Assembly. In order to meet this legislative requirement, districts are asked to provide an annual compliance package that includes any changes to the district's plan as well as updated emergency response rosters for the district and each school.

In an effort to reduce paper and streamline the compliance process, most of the documentation will be provided electronically. Once the requested documents have been submitted to the School Safety office, they will be reviewed and notification of the compliance status of your system will be forwarded in the stated format (online) as indicated:

1. Compliance Statement with Assurances – An original signature of the School Board Chairman and the Director of Schools is required. The signed statement must be scanned and submitted electronically.
2. The Self-Assessment – An **electronic submittal** is required. This document should reflect any changes to the emergency planning or completions in the planning cycle made for school year 2013-2014.
3. District Information/Key Personnel – An **electronic submittal** is required. This document provides contact information for district and building-level personnel with emergency management responsibilities and is an important element of the state's overall emergency response system. **Please be sure this information is up-to-date.**
4. District-Level Emergency Response Plan (ERP) – An **electronic submittal** is required.
5. District-Level ERP Planning Contact List – An **electronic submittal** is required.

All documents for school year 2013 are requested to be in the Office of Safe and Supportive Schools by Sept. 16, 2013. The requested information will be reviewed and a statement of compliance or non-compliance will be forwarded to each school system.

Electronic copies of the above listed documents 1-3 have been updated and are attached to this correspondence are available at www.tn.gov/education/safe_schls/safety_cntr/SAVE_act.shtml.

Questions regarding the SAVE Act compliance process may be directed to Pat Conner via phone at (615) 253-0018 or via email at Pat.Conner@tn.gov.